



CITY OF GALLATIN BUILDING CODES
132 West Main Street
Gallatin, TN 37066
615-451-5968

INSPECTION SCHEDULING BY THE BUILDING DEPARTMENT:

Most inspections will be performed on the workday following the inspection request being received by phone or electronically, unless the person requesting the inspection specifically requests that the inspection be scheduled for a later date. **The only exception to this rule is for footings, foundation walls, or slabs, which may be performed on the same day that the inspection request is made. In order for these inspections to be performed on the same day, the request must be received by the Building Department office no later than 2:00pm and concrete must be ready not later than 3:00pm.**

We will make concrete inspections high priority. When footings, foundation wall or structural slab inspections are needed on the same day that the request is being made, the request should be called in as early in the day as possible to assist the routing of the inspectors. However enough time must be allowed for the work requiring inspection to be completed to avoid having the inspection rejected or re-inspection fee issued for not being ready.

Requests for final inspections will not be accepted without a final approval by the Electrical Inspector.

Appointment times for inspections will not be made. However if an individual requires an approximate time that the inspector will arrive at a job site, he/she should call the Building Department office on the morning that the inspection is scheduled to discuss the inspector's schedule for the day.

RE-INSPECTIONS:

After the initial requested inspection has been performed, if deficiencies are found to exist as a result of the inspection, a correction list will either be left at the job site or e-mailed to the contractor. All items on a correction notice are required to be corrected before a request for a re-inspection is made. Re-inspection requests shall be made in the same manner as other inspections and will be responded to as previously outlined.

RE-INSPECTION FEES:

If all items that were detailed on an inspection report requiring corrections to be made are not corrected before a re-inspection is requested, and additional re-inspections are required to inspect remaining deficiencies, a \$40.00 re-inspection fee will be assessed for each and every re-inspection required after the first re-inspection. No deficient item noted on an inspection report which requires approval shall be concealed or covered until approval has been received on an inspection report.

*** If the structure is inaccessible for any requested inspection or re-inspection, a \$40.00 fee will be assessed. ***

If work has not been completed for a requested inspection when the inspector arrives at the job site, the inspector may stop the inspection and a re-inspection fee may be assessed.

NOTE: Inspectors will only inspect items noted on the original inspection correction list when performing re-inspections, unless additional work was performed after the initial inspection was performed or a major deficiency is found which could adversely affect the integrity of the structure or the life-safety or sanitation of its occupants. It will not be the policy of the Building

Department to cause a new list of deficiencies to be prepared on re-inspections that would require the payment of re-inspection fees.

CERTIFICATE OF OCCUPANCY REQUIRED:

No building or structure shall be used or occupied until the permit holder has requested a final inspection and the final inspection has been performed by the Building Department and a Certificate of Occupancy has been issued. A Temporary Certificate of Occupancy may be granted if it is found that no significant hazard will result from occupancy of a building or portion of a building or structure after a final inspection has been performed. A fee of \$100.00 will be assessed for a residential Temporary Certificate of Occupancy and \$500.00 for a commercial Temporary Certificate of Occupancy. If a Temporary Certificate of Occupancy is granted, it will allow a reasonable amount of time to correct any remaining deficiencies. All deficiencies should be corrected and a re-inspection scheduled before the expiration date of the Temporary Certificate of Occupancy. If a Temporary Certificate of Occupancy is required to be extended, a fee of \$100 will be assessed before such extension is granted. No extension of a Temporary Certificate of Occupancy will be granted unless a re-inspection has been performed to document the progress of the corrections being made to bring the building or structure into full compliance.